

JOB OPENING ANNOUNCEMENT

Job Title: Associate Judge

Reports To: Chief Judge

Department: Tribal Court

Job Vacancy: YAN-18-085

Status: Full-time; Two-year Term

Starting Wage: DOE

Opening Date: 10/8/2018

Closing Date: 10/29/2018

POSITION DESCRIPTION: The Associate Judge presides over cases before the Tribal Court and helps ensure the proper operation of Yavapai-Apache Nation Tribal Court under the supervision of the Chief Judge

QUALIFICATIONS:

The Minimum Qualifications for Judges of the Tribal Court are established by Ordinance adopted by the Tribal Council as authorized under the Constitution of the Yavapai-Apache Nation. Section 111 of the Nation's Judicial Code sets out the minimum qualifications of judges of the Tribal Courts. A judge shall:

- Be either in order of preference:
 - An attorney,
 - An Indian graduate of an approved law school,
 - A lay advocate who has regularly practiced before the Court as a member of the Bar of the Court for a period of five (5) years, or
 - An Indian graduate of a paralegal program approved by the American Bar Association;
- Have demonstrated moral integrity and fairness in his/her business, public and private life;
- Have never been convicted of a felony and have not been convicted of any misdemeanor offense, except traffic offenses, for a period of five (5) years preceding appointment;
- Have regularly abstained from the excessive use of alcohol and any use of illegal drugs;
- Not be less than twenty-five (25) years of age;
- Cannot be a member of the Nation's Legislative Branch or serve on any of the Nation's Boards; and
- If not an attorney or law graduate, must have completed at least thirty (30) semester credit hours at an accredited college or university, or at least two (2) years of previous experience as a judicial officer for a Tribal Court.

In addition to the Minimum Qualifications, the following additional qualifications are preferred:

- In the case of applicants who are attorneys, two (2) years' experience as a judicial officer, attorney, or Tribal advocate;
- In the case of non-attorney applicants, a High School diploma or GED plus six (6) years' experience as a judicial officer, Tribal advocate, or paralegal; or a Tribal Trial Advocacy Certificate plus five (5) years' experience as a judicial officer or Tribal advocate;
- Minimum of one (1) year of practice before courts of limited jurisdiction (Tribal court preferred);

- Possess a high level of competence and ability to apply principles of law to the particular factual circumstances presented in cases coming before the Court;
- Excellent verbal, writing and communications skills;
- Supervisory/personnel management experience;
- Some judicial administrative experience;
- Ability to manage courtroom and specialty court staffing;
- Sound judicial temperament;
- Ability to use computers and good PC skills in Microsoft Word, Microsoft Excel and Access;
- Ability to make effective presentations and explain the legal reasoning in controversial or complex topics;
- Have the capacity to remain open-minded;
- Manage case workload efficiently;
- Respect their peers and their constituencies;
- Knowledge of Tribal and Federal Indian Law and familiarity with Tribal communities;
- Evidence of continuing education to maintain any required Certifications/License and update knowledge and skills; and
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Issue warrants of arrest, bench warrants, search warrants, subpoenas, temporary restraining orders, protection orders, commitments and other legal documents;
- Preside over proceedings in all cases as assigned by the Chief Judge, including: civil, criminal, domestic relations, dependency, landlord tenant, real estate, probate and specialty court and other matters arising under the Yavapai-Apache Law & Order Code and the jurisdiction of the Court;
- Prepare written opinions, orders and other court directives on a timely basis;
- Manage cases, including hearings, motions, rulings, setting of cases, etc. on a timely basis;
- Maintain accurate and complete court records;
- Assist court clerks in maintaining updated records and files on cases;
- Adhere to rules of Judicial Ethics;
- Support and interact with other employees and Tribal members as appropriate;
- Conduct Court business and facilitate the development and use of alternative and informal processes in the resolution of disputes as appropriate;
- Conduct, attend, and interact in meetings with the Yavapai-Apache Nation personnel, other public agencies and the public as appropriate;
- Assist Court Administrator in caseload reporting, conduct working relationship with judicial and tribal staff in a positive and professional manner to improve, and maintain the dignity of the Judicial Branch;
- Represents the Nation in a variety of local, state, county, and other meetings;
- Participate on various Nation work groups as appropriate;

- Remain current on relevant law matters including attending continuing legal education courses; and
- Other duties as assigned by the Chief Judge.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

